



# Manager – Treatment Operations

## Job Information

<b>Position Title:</b>	Manager – Treatment Operations
<b>Department:</b>	Columbus City Utilities Administration
<b>Supervisor:</b>	Executive Director
<b>Salary Range:</b>	\$62,232 - \$93,348
<b>FLSA:</b>	Full-time; Exempt; Safety sensitive
<b>Benefits:</b>	Excellent Benefits <a href="http://www.columbus.in.gov/employee-benefits">www.columbus.in.gov/employee-benefits</a> ; in addition: training available on the job
<b>Application Deadline:</b>	September 12– Interviews to begin immediately

### Apply Online at

[Employment opportunities \(munisselfservice.com\)](http://www.columbus.in.gov/munisselfservice)

If you need assistance, accommodations or don't have access to the internet elsewhere, call or email City Human Resources 812-376-2570 or [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov) to make an appointment to apply in person. We welcome all applicants.

### INTRODUCTION:

Columbus, Indiana, population 50,000 is well known for its architectural innovation, community collaborations, engaged public, and high quality of life. The City is a regional center for financial services, health care, employment, entertainment, and shopping. For more information about our community visit our visitor center website at [www.experiencecolumbus.com](http://www.experiencecolumbus.com) or the City's website at [www.columbus.in.gov](http://www.columbus.in.gov).

### EMPLOYEE BENEFITS:

The City of Columbus offers a competitive benefits package to all full time employees. This includes a comprehensive health insurance plan that begins on the first day of employment, with no waiting period. The Columbus City Utilities (CCU) department offers an employer-funded 403 (b) defined pension and employees vest in five years- a great pension for retirement. The City also provides each

employee with \$20,000 in life insurance along with short term and long-term disability plans that are 100% paid for, by the City. Immediately Eligible For Health Insurance/Benefits on First Day of Hire!

**POSITION SUMMARY:**

- The Manager of Treatment Operations is a management level position responsible for the overall wastewater treatment program, the water treatment program, and all quality monitoring activities for both the water and wastewater concerns.

**ESSENTIAL (PRIMARY) DUTIES:**

- Administrative duties include day to day supervision of Quality Control Supervisor, Wastewater Treatment Plant (WWTP) Superintendent, and Water Treatment Plant (WTP) Superintendent, and managerial oversight of the Quality Control Lab, WWTP, and WTP employees.

**The Manager of the Treatment Operations has the following specific responsibilities:**

- Be knowledgeable in all regulatory requirements for drinking water and finished wastewater quality and the testing procedures associated with each.
- Maintain fluency in local, State and Federal Programs in industrial pretreatment and surveillance. Assist the Industrial Pretreatment Coordinator in enforcing these rules.
- Provides managerial oversight of the grease trap program.
- Provides managerial guidance to the Superintendent of Wastewater Treatment and the Superintendent of Water Treatment.
- Administrative duties include the preparation of the operating costs for inclusion in the department's annual budget and the review of such projections prepared by others.
- Participates in the planning, design, maintenance and construction of water and wastewater treatment projects.
- Develops, implements and administers equipment maintenance programs and projects that benefit the lifecycle of the water and wastewater plant assets.
- Prepares and submits annual capital budget proposal, administers budget upon approval.
- Prepares and submits annual report of department activities to appropriate officials.
- Regularly attends and makes financial and administrative recommendations to Utility Service Board.
- Takes all reasonable steps to maintain a safe work environment consistent with OSHA and other federal, state and local requirements.
- Assists with sewer ordinance updates related to industrial pretreatment and the grease trap program.

**OTHER DUTIES:**

- Performs other miscellaneous duties as required or assigned.

## **SKILLS AND EXPERIENCE REQUIREMENTS:**

- Must have a high degree of proficiency in practical water and wastewater treatment including supervisory experience. Should have experience in advance operational methods including plant automation and maintenance management techniques, and knowledge of general OSHA safety regulations. Advanced education in related fields highly desired.

## **PHYSICAL REQUIREMENTS:**

- Must be able to sit at a desk for most of the day. Must be able to use a keyboard, computer and answer a telephone throughout the day.

## **EDUCATION:**

- Bachelors degree preferred or equivalent experience in related field.
- Thorough knowledge of departmental administrative procedures and policies and the ability to apply this knowledge to meet work responsibilities, both efficiently and effectively.

## **WORK ENVIRONMENT:**

- **Job Location:** Incumbent performs duties in a modern business office environment with no unusual physical demands and works closely with management, other utility staff, board members, utility attorney, and customer contact as needed.

## **SAFETY EQUIPMENT: N/A**

## **LICENSES OR CERTIFICATIONS:**

- Must have a valid Indiana Driver's License and maintain it at all times. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.
- Class 4 wastewater operator license and Class 3 water operator license desired.

## **RESIDENCY:**

- Must reside in Bartholomew County or adjoining county within six (6) months of employment.

## **DRUG/ALCOHOL TESTING:**

- This is a safety sensitive position and, as such, is subject to the City's Drug and Alcohol-Free Workplace Program, which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

This description is intended to describe the type of and level of work performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person, and employees at the city may be given other assignments at will.

### **BENEFITS OF EMPLOYMENT WITH THE CITY OF COLUMBUS:**

The City of Columbus offers a comprehensive benefits package for full-time employees which includes:

- Two (2) medical plan options (including RX (prescription) coverage);
- Vision and dental plans options;
- Health savings account, which includes bi-annual City contribution for employees who choose High Deductible Health Care Plan option;
- Flexible health spending account – medical, dependent, and limited options;
- Deferred compensation 457(b) account option;
- Fully-funded defined pension plan through the State of Indiana (PERF) (Utilities employees have a different 403(b) plan- also fully funded by the department and also a defined pension);
- A robust, comprehensive program of leave policies (Fire & Police have different leave policies) covering a variety of employee needs, including but not limited to:
  - 80 hours of paid vacation leave after one year;
  - 16 hours of paid personal leave available yearly;
  - 48 hours of paid sick leave which can accrue/carry-over;
- 15 paid holidays, 17 on election years;
- City paid life insurance, with the option to buy more life insurance for yourself, spouse, or children
- City paid Long-term Disability insurance (non-sworn);
- City paid Short-term Disability insurance (non-sworn);
- Employee assistance program that allows for covered behavioral health visits;
- Qualified employer for the Public Service Loan Forgiveness Program

### **AN EQUAL OPPORTUNITY EMPLOYER**

**M/F/D/V**

\*all potential applicants are encouraged to apply, and if you need an accommodation or help to apply online, please call 812.376.2570 to make an appointment or email [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov)